

**BROWNFIELD SITE ASSESSMENT GRANT (SAG) PROGRAM
GRANT PROCEDURES AND REIMBURSEMENT INSTRUCTIONS
Round 6 - 2005**

Congratulations on receiving a SAG! Please keep this information as a reference until you complete the grant activities, submit your final report and final reimbursement request, and go through the final audit for the grant. While this document provides a general description of grant procedures and requirements, for complete information about the program requirements, grant conditions, and procedures, please refer to the program regulations, ch. NR 168, Wis. Adm. Code, and your Grant Agreement.

Grant Period

1. The grant period is **12 months** from the date of the DNR's signature on the Grant Agreement. Keep track of this date. **PLEASE NOTE:** Do not start any grant activities that count for reimbursement, or as pledged grant match percentage, until the date that DNR signs the Grant Agreement. A copy of the signed contract will be sent to you.
2. All the grant activities must be completed, and the pledged match must be provided, by the end of the grant period. Costs incurred outside the grant period are not eligible for reimbursement.

Grant Agreement & Amendment Procedures

3. Your Grant Agreement lists the eligible activities covered by this grant. It is possible to add additional eligible activities listed in ch. NR 168.09, Wis. Adm. Code, during the grant period as long as the amount of the grant request is not increased. To add additional eligible activities, the grant agreement must be amended and approved by the DNR. Discuss this with your DNR project manager, then send a written request that lists the activities to be added and a brief explanation to the DNR project manager with a copy of the request to:

**SAG MANAGER – RR/3
WISCONSIN DNR
PO BOX 7921
MADISON, WI 53707-7921**

If an amendment to the scope of the Grant Agreement is approved, you will receive written notification of the decision.

Grant Extensions

4. You may request one extension of up to 12 months to the grant period if:
 - you have not completed the grant activities identified in the grant agreement;
 - you need additional time to complete eligible activities; or
 - you need additional time to complete payment for eligible activities.

The request must be submitted in writing and include the reasons for the request. Your request to extend the grant period must be made during the grant period. If approved, you will receive a written response from the DNR that lists the new end date for your grant period. No extensions will be granted beyond the 12 months.

Section NR 168.21(2), Wis. Adm. Code, requires that each grantee has secured legal and physical access to the property to conduct each and every activity that is proposed in the grant application (both grant funded and match). If a grantee does not have access to conduct all activities they should contact the Department. If the grantee does not have access to conduct all activities, the

Department may withdraw or change the grant award. No grant extensions will be provided because a grantee is unable to obtain access to conduct grant activities.

Reimbursement

5. Keep accurate records of all activities and payments that you expect to count as grant activities for reimbursement, or as the pledged grant match percentage (your contribution to the grant activities).
6. You may request a maximum of two partial reimbursement payments during the grant period. Each request must be made on forms available from the DNR, and must include proof of payment and documentation of work completed, or in-kind services provided, by the grantee.
7. Documentation of the required match percentage must be provided with each payment request. The pledged match is a percentage of the grant reimbursement amount, not a percentage of the total costs incurred. To help calculate the appropriate amount of reimbursement see the following example:
A grantee received a \$30,000 grant with a required match percentage of 20%. They have paid \$18,000 for work that has been completed and the grantee is seeking the first partial reimbursement. To figure out how much reimbursement and how much match they should request, they should divide the total cost of the work paid by 1.20 (1 + the required percentage match as a decimal); $\$18,000 / 1.2 = \$15,000$. The grantee should request \$15,000 for reimbursement and the remaining \$3,000 should be included as matching funds. It would be incorrect to take the total cost paid and multiple that by 20%; that would result in too large of a match being provided.
8. To request reimbursement, send the following documentation to the address given in item 3 above:
 - a) a brief explanation or summary of the activities that are included in the reimbursement request, including the property at which the activities took place, if the grant is for multiple properties;
 - b) completed and signed reimbursement request forms which indicate that all bills are paid and that you have received all the items and services ordered. Both the "Reimbursement Claim Form" (Form 4400-221) and the "Reimbursement Claim Worksheet" (Form 4400-222) are available from the SAG web site at: <http://dnr.wi.gov/org/aw/rr/rbrownfields/sag.htm#reimbursement>
 - c) a copy of paid invoices from all vendors (for materials and services) which must:
 - include detailed quantities, descriptions of goods and/or services, totals, and be marked "paid"; and
 - document that the activities were conducted during grant period. **NOTE:** The grant period begins with the date of the DNR's signature of the Grant Agreement and extends for 12 months, or longer, if an extension to the grant period has been approved; and
 - d) copies of proof of payment. Acceptable forms of proof of payment include:
 - canceled check (front and back) from the grantee's account, cashier's check, or money order;
 - original or copy of invoice or receipt where the vendor indicates the payment amount received and the date on which payment was received;
 - copy of the grantee's bank statement showing the payments that have cleared your account, accompanied by a photocopy of the check sent to the vendor.
9. Once the grant period ends, you have an additional six months to submit the final report and final reimbursement request.
10. The final reimbursement request must include a final report in addition to information listed in item 8 above. A final report form (Form 4400-223) is available at the SAG web site at: <http://dnr.wi.gov/org/aw/rr/archives/pubs/4400-223.pdf>

Notification of Discharge

11. State law requires that a person who possesses or controls a hazardous substance which has been discharged or who causes the discharge of a hazardous substance shall notify the State immediately. If the Grantee has ownership or control over a property and discovers a hazardous substance discharge that was not previously reported to the State, the Grantee must immediately notify the department of the discharge. Information regarding notification requirements and procedures is available on the website: <http://dnr.wi.gov/org/aw/rr/spills/>

Please note that if a Grantee qualifies for liability exemptions from the site cleanup requirements that are available for local governments (s. 292.11(9)(e), Wis. Stats.), the grantee is still required to notify the State if discharges are discovered. The submittal of a Phase 2 Site Assessment or Site Investigation does not satisfy the immediate notification requirements.

Helpful Publications

11. You may find the following DNR publications helpful. These, and others, are available on the DNR web site at http://dnr.wi.gov/org/aw/rr/archives/pub_index.html
 - *Brownfields Basics for Local Governments* (publication #RR-658)
 - *Liability Protection for Local Governmental Units and Economic Development Corporations - Fact Sheet 7* (publication #RR-579)
 - *Underground Storage Tanks – Clarifying local governmental unit’s responsibility to remove tanks on properties they own - Fact Sheet 8* (publications #RR-627)
 - *Voluntary Party Remediation and Exemption from Liability - Fact Sheet 2* (publication #RR-506)

Further Questions

12. Any grant or brownfield-related questions should be directed to your DNR project manager.